







Course Length	Course Title and Description
2 hours	<b>Adding it Up – with Menu Planning Tools:</b> This course is designed for recipe developers and menu planners. We will provide a refresher in the required math skills needed to calculate the crediting of components from a standardized recipe, project how much of a menu item to purchase by using yield information in the Food Buying Guide, and perform in-house analyses when yield information is not available from the Food Buying Guide. It is assumed that everyone in class already has an understanding of the meal pattern requirements.
2 hours	<b>Community Eligibility Provision (CEP) – Mastering the Regulations:</b> Wisconsin has almost 400 schools successfully operating CEP and increasing breakfast and lunch access for students! This session will increase understanding of regulatory requirements with time to share best practices as a group. Featured topics include: completing CEP specific reports, assembling the monthly claim and edit check, strategies to keep CEP and non-CEP data separate, maintaining ISP (individual school percentage) records, and tracking student visitor meals. <i>This session is intended for currently participating CEP sites.</i>
2 hours 	<b>Food Safety:</b> Description coming soon! Main topics will include food safety plan and food waste.
2 hours 	<b>Local Wellness Policies: The Final Rule</b> - School wellness policies are essential to creating healthier school environments. In July 2016, USDA released their final rule for school wellness policies. Learn about the new requirements for policy content, review, and evaluation. Additionally, learn about the resources currently available to assist you in meeting these new requirements. This session is for food service directors and school wellness leaders only.
2 hours 	<b>Managing the School Nutrition Bottom Line:</b> A course for food service managers/directors, bookkeepers, business managers, principals and other school agency personnel with administrative responsibilities for school nutrition programs. This course will focus on managing the non-profit school food service account and running a financially sound program through proper budgeting, production, procurement, and meals per labor hour. We will also provide assistance on the development of the SFA's <b>Unpaid Meal Charge Policy</b> which is required to be in place by July 1, 2017. You will have a chance to brainstorm how to use these tools to evaluate, plan, and project for your food service operation including maximizing reimbursements and controlling food and labor costs.
2 hours	<b>Offer versus Serve:</b> This interactive course is intended for participants who have a working knowledge of meal pattern requirements. We offer a review of Offer versus Serve regulations for breakfast and lunch meal service, discuss the benefits and requirements of this rule, and provide clarity on common mistakes and questions that arise when implementing Offer versus Serve.

2 hours 	<b>Sodium:</b> Are the 2017-18 sodium restrictions making your blood pressure rise? This new course discusses the health benefits and disadvantages of table salt in our diet and why schools are expected to decrease the sodium content of their meals. We will offer sample menus and tips for lowering the amount of salt provided to our school children.
2 hours	<b>Social Media:</b> Are you interested in incorporating social media into your promotional strategy but don't know where to start? This class will cover the basics of getting up and running with Twitter and Facebook, including the benefits of each platform and how they can help promote your school meal program. From creating a powerful profile to crafting the perfect message for your audience, we will cover what you need to know to get started.
2 hours 	<b>Special Dietary Needs: Understanding the Three Rs:</b> This course provides a thorough explanation of managing special dietary needs in the school nutrition programs. We will learn about the new USDA Regulations regarding special dietary requests, discuss the reasons behind the most common meal accommodation Requests SFAs receive, and complete hands-on activities to help make the Reality of accommodating requests more manageable. This class will help you understand how managing special requests the correct way will result in minimal changes to your program while ensuring that all students have access to healthy school meals. You will leave this course with an understanding of the difference between disability and non-disability situations and how to handle the special dietary requests that come your way.
 4 hours	<b>Financial Basics of Child Nutrition Programs:</b> A course for food service managers/directors, bookkeepers, business managers, principals, and other school agency personnel with administrative responsibilities for school nutrition programs. This course is for staff new to these responsibilities and for ALL employees who submit reimbursement claims for Child Nutrition Programs. It will focus on understanding the financial duties associated with school food service and the basics of a non-profit food service account, including <u>the NEW Site-based claiming process</u> , meeting Paid Lunch Equity, completing the Nonprogram Food Revenue Tool, and accounting for revenues and expenditures through the submission of <b>the NEW Annual Financial Report for the 16-17 school year due August 31. Please bring your school's May 2017 edit checks that you used to submit your May claim.</b> (Laptop recommended but not required.)

4 hours	<p><b>Why wait? Get a head start on your Procurement Review for next school year and develop your Procurement Manual and Procedures during this Summer Training Class:</b></p> <p><b>Procurement Review:</b> The first year of Procurement Reviews (PR) is done, and we learned a lot. In this class we will share what we learned, common issues found, and help prepare for you for a successful PR. If you are receiving an Administrative Review (AR) during the 2017-18 school year, you will also be receiving a PR. During the class you can bring in your required documents needed for the PR. Trained staff will work with you in small groups to go over all your documents, identify any missing items, and provide you information on how to ensure your PR is a breeze and stress free. If you are not scheduled this year for a PR, you are still welcome to participate in the small group discussions, and learn what you will need during future PRs. Check out the <a href="#">Procurement webpage</a> on Policy and Procedures.</p> <p><b>Procurement Manual:</b> All SFAs participating in the NSLP are required to have written procurement procedures. This workshop provides examples of procurement procedures and assists schools with developing a procurement manual. At the end of the workshop, our goal is for all attendees to develop a draft procurement manual with procedures describing its procurement for food service operations, which are compliant with all applicable regulations. Attendees receive handouts and an empty binder to draft and build a procurement manual with applicable procurement procedures. Attendees will take this information back to its schools for a final review and implementation.</p>
8 hours	<p><b>Child Nutrition Programs - The Basics:</b> Are you new to the USDA Child Nutrition Programs? Or in need of a good refresher on program requirements? This course provides an overview of the program requirements. This is a great class for new food service directors, business managers, and school administrative and support staff. Learn all that is necessary to successfully administer USDA Child Nutrition Programs.</p> <p><b>This course is part of the requirement for obtaining a GOALS Certificate of Excellence.</b></p>
8 hours	<p><b>Free and Reduced Price Meal Eligibility and Verification – What your SFA needs to know:</b> This course is critical for school agency personnel with responsibilities for determining and/or verifying meal benefits for students. Eligibility topics include up-to-date USDA information regarding distribution of free and reduced application materials, meal benefit approval, direct certification, and disclosure requirements. Verification topics will include detailed information on the verification process and submission of an accurate Verification Collection Report (VCR). This will be an interactive course and engage participants with hands on activities. Please bring a copy of the USDA <i>Eligibility Manual for School Meals</i> (updated July 2016 or 2017), which can be downloaded and printed from <a href="http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications">http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications</a>.</p> <p><b>This course is part of the requirement for obtaining a GOALS Certificate of Excellence.</b></p>

8 hours	<p><b>Meal Pattern – The Whole Enchilada:</b> This course, which is for both menu planners and kitchen staff, provides an overview of the breakfast and lunch meal patterns using some essential menu planning tools. Hands-on activities will highlight the Food Buying Guide, CN Labels, product formulation statements (PFS), and production records. We will discuss crediting, standardized recipes, and portion control. The course includes a review of Offer versus Serve guidance using practical situations often seen in schools. We will also learn about the Smart Snacks rule and how to evaluate whether a la carte foods and beverages meet the standards.</p> <p><b>This course is part of the requirement for obtaining a GOALS <i>Certificate of Excellence</i>.</b></p>
8 horas	<p><b>En Español 10 de Agosto, Milwaukee, Modelo de Comidas de Desayuno y Almuerzo:</b> Este curso es para los planificadores de menú y personal de cocina. El curso ofrece una visión general de los modelos de comidas sobre el desayuno y almuerzo usando herramientas esenciales de planificación de menú. Las actividades prácticas destacarán la Guía de Alimentos de Compra (Food Buying Guide), Etiquetas de Nutrición Infantil (CN Labels), Declaraciones de Formulación de Productos (PFS Statements), tamaño de las porciones, y los registros de producción. El curso incluye una revisión moderna y a fondo de Ofrece contra Servir (Offer vs. Serve) utilizando situaciones prácticas a menudo que se ven en las escuelas. Finalmente, discutimos brevemente las expectativas de los planificadores de menú durante su Revisión Administrativa.</p>
8 hours	<p><b>Nutrition 101 - A Taste of Food and Fitness:</b> This course provides a basic overview of nutrition and helps to underscore the importance of nutrition in daily life. The program offers tools for guiding food choices, information on macronutrients and micronutrients, information to assist you in making good diet decisions, and an overview of nutrition issues in the media.</p> <p><b>This course is part of the requirement for obtaining a GOALS <i>Certificate of Excellence</i>.</b></p>
8 hours	<p><b>ServSafe Certification Course:</b> This course provides a comprehensive training of key food safety concepts ideal for all food service personnel. Participants will be given the written National Restaurant Association exam at the end of the day-long course.</p> <p><b>This course is part of the requirement for obtaining a GOALS <i>Certificate of Excellence</i>.</b></p>